

Signature competencies

Project documentation and knowledge management

- Annual reports writing, design and layout
- Good practices and lessons learned evaluations
- Programme/project briefs
- Website content development
- Condensing technical narratives into popular versions
- Infographics to illustrate results
- E-newsletters (MailChimp)
- Organization profiles/brochures/
- Report editing and proofing
- IEC materials development
- Organization templates (Presentation powerpoints, reports, weeklies)
- Organization social media strategy

Qualitative analysis: photostories, documentaries & video

- Field work (success stories, writing, design & layout)
- Captivating photography
- Interactive photostory booklets
- Video clips: voices of the beneficiaries
- Full length documentaries
- Podcasts-web audio clips

Project events management

- Event documentation (audio-visual) & rapporteuring
- Event communication and branding materials and production
- Event branding design and and printing
- Guest invitations
- Event logistics sourcing and setup and
- Vendor management
- Development partner and government protocol
- Event protocol
- Media and press management
- Event program best practices
- Post-event communication

Documentation & Communication trainings: The Writing Lab

- Knowledge management trainings for nonprofit professionals
- Workplace readiness training
- Professional business communication

